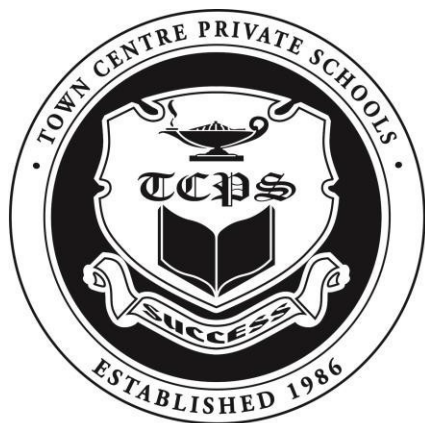


Town Centre Private Schools

High School Handbook



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This Handbook outlines the policies and procedures for the Town Centre Private Schools' High School program. Please review this document carefully with the student at the beginning of each year.

Section A: High School Policies and Procedures

TOWN CENTRE'S MISSION STATEMENT

Town Centre believes in developing the whole child. We engage our students through sound educational, social, and behavioural approaches to help our students grow into independent learners with the requisite skills to be active and lifelong participants in academics, athletics, and the arts with their (students') own communities and in the greater world around them.

SCHOOL DESCRIPTION AND PHILOSOPHY

The High School is part of the Town Centre Private Schools family of schools and offers a private school program distinct from the school's other Divisions. The high school is not Montessori based. The High School is a traditional, university-preparatory, coeducational high school providing the important elements of a sound education: a systematic, sequenced curriculum, caring discipline, high academic standards, sound educational leadership, and thorough and consistent teaching methods.

The High School offers the University Preparation programme to students in Grades 9 through 12. In Grades 9 and 10 students take a combination program of University and IB Preparation. Students in Grades 11 and 12 have the option between University Preparation or the IB Diploma programmes. The IB programme centres on learners, develops effective approaches to teaching and learning, works within global contexts and explores significant content. IB graduates attend universities all over the world. More information about IB can be obtained through the school.

All of these features are offered in classrooms with a low student-teacher ratio. By offering an enriched curriculum with an ideal pupil-teacher ratio (approximately 15-1) we have created an excellent learning environment. In addition to this enriched academic environment, the High School has as its objective the development of the whole individual. Numerous extracurricular events are scheduled throughout the school year. These provide not only the opportunity for social development, but also an effective educational setting outside the traditional classroom. The inclusion of academic field trips and spirit days to raise money for worthwhile charities provide opportunities for students to grow both intellectually and socially. Sports organizations, at both the competitive and recreational levels, help with the development of body and character.

LOCATION AND FACILITY

Located in the quiet, yet central and vital community of Markham, Ontario, Town Centre is in the heart of the Greater Toronto Area and intersects the City of Toronto and the Region of York. The school is located a mere three blocks from Steeles Avenue East and Kennedy Road, the road that divides these two municipalities, and is therefore accessible from all major highways and public transportation systems. Situated on five acres of private property in a residential area, the school is housed in a modern, state-of-the-art facility. Our school features spacious, bright classrooms, two gymnasiums, a music and art studio, science lab, and audio-visual rooms.

UNIVERSITY PREPARATION

The High School provides our students with individualized guidance sessions with respect to university and academic requirements. Students in our graduating class will meet with the Vice-Principal to receive information on university applications. These sessions include the university application processes, where an applicant will apply online, ensuring that each individual application is processed correctly. It is because of this discerning attention that our school has been able to ensure that most of our university applicants have been offered university admissions over the years to the program of their choice. This university selection process is enhanced with numerous visits to the school from representatives of leading Ontario universities. This individual attention to our students is further extended with our one-on-one course selection process, ensuring our students have chosen courses and timetables that best meet the needs of university expectations.

LANGUAGE AND RELIGIOUS ACCOMMODATION

The school is non-denominational and recognizes and values the religious diversity within its community and is committed to providing a safe, respectful and equitable environment for all. While the school and its staff will take all reasonable steps to ensure freedom of religion and religious practices, it is expected that students and their families will help the school to understand their religious needs and will work with the school and to determine appropriate and reasonable accommodations. It is the role of the school and its staff to ensure equity and respect for the diverse religious beliefs and practices for everyone in the school. School staff; however, will not be placed in the position of monitoring or enforcing a child's compliance with a religious obligation.

STUDENT HEALTH

a) Immunization

All students must be immunized according to the Ontario Ministry of Health regulations. All immunization records must be up-to-date, and proof of full immunization must be supplied to the school at application. Students may not be admitted to the school until this information is supplied. Students may require a parent's or doctor's written consent to resume physical education or sports after being absent due to a physical injury.

b) Concussion Guidelines

Should a student sustain an injury that could result in a concussion, parents must be aware of school procedures and requirements. If the student develops any symptoms of a concussion, the school follows specific protocols immediately. If necessary, emergency services will be contacted. If not an emergency, the student's parents or guardians will be contacted to pick up the student. ***The school requires that parents or guardians of any student who has sustained a head injury and is exhibiting concussion symptoms be taken to their physician or the emergency department as soon as possible.***

The symptoms of a concussion can vary and can be difficult to detect. Students must be assessed and reassessed to ensure they don't become symptomatic. Symptoms of a concussion may include one, or a combination of symptoms from the list below. However, if doubtful, seek medical attention.

Physical Signs Observed by Teacher/Coach/Administrative Staff/Parent/Peer etc.

- a loss of consciousness/lack of responsiveness/seizure (911 immediately).
- poor coordination or balance
- decreased playing ability
- vomiting
- slowed reaction time
- slurred speech
- blank stare/glassy-eyed/dazed or vacant look
- lying motionless on ground or slow to get up
- grabbing or clutching head

Physical Signs Reported by Student

- headache or pressure on opposite site of where head was hit
- pressure in head
- neck pain
- dizziness/ringing in ears/balance problems
- feeling off/not right/dazed or stunned
- seeing double, blurry/loss of vision/seeing stars or flashing lights
- nausea/stomach pain
- fatigue or feeling tired
- sensitivity to light or noise

Cognitive

- difficulty concentrating/easily distracted
- general confusion or dazed
- does not know time, date, place, class, type of activity in which they were participating
- delayed reactions to answering questions or following direction
- answers easy questions incorrectly

Emotional/Behavioral

- strange or inappropriate emotions (e.g. laughing, crying, getting angry easily), more emotional than usual
- not playing as well / depressed / anxious

School policy is that any student who has sustained a head injury and exhibits any symptoms of a possible concussion may not participate in any physical activity of any kind, until authorized from a physician. Specifically, students should not participate in recess, gym class, team sports, after school courses, lunch time sports or any other physical activity until after the school has received a doctor's certificate stating the he or she may resume normal physical activities. **If the student who is symptomatic of a concussion, is not diagnosed with a concussion, the parents/guardian must notify the school.**

Should a student be diagnosed with a concussion, the school will be advised as soon as possible. A "Return to Learn/Return to Play" protocol will be initiated. This protocol reintegrates a student who has had been diagnosed with a concussion slowly and safely back into activities through a 6-step process. A student must be symptom free to progress to the next step. Should a student exhibit reoccurring concussion symptoms they will be withdrawn from all physical activity and parent will be required to take their child back to a physician to re-evaluate the student.

If a student suffers a concussion outside of school it is the parents' responsibility to notify the school and must provide the school with the information as well as provide a physician's note when the student can return to school. The school's "Return to Learn/Return to Play" protocol will apply.

The signs and symptoms of a concussion often last for 7 to 10 days, but may last much longer. In some cases, students may take many weeks or months to heal. During this time, they are more vulnerable to a second concussion. Therefore, teachers and parents must continue to observe students for symptoms when returning from a concussion, even after they have been cleared by a physician to resume physical activity.

Allergies: Within our school community, there are some students who have a potentially life-threatening allergy (anaphylaxis) to foods, predominately to peanuts and nuts. The risk to human life presented by anaphylaxis is severe and we feel the best way to reduce the risk of accidental exposure to these students is to respectfully ask for the cooperation of the parents or guardians within this school community to avoid sending peanut butter or products with peanuts or nuts listed in the ingredients.

The school is not a "nut free" or "allergen free" environment. However, we do ask for your voluntary support in reducing the risk for these students who have anaphylactic allergies. As well, a list of ingredients must be provided for all food brought to the classroom for all special occasions.

If a student has or develops allergies, parents or guardians must provide a doctor's note detailing the allergy, its symptoms, and any required medication. All allergies must be listed in the student's enrolment form.

If a student requires an epi-pen or puffer for their allergies, the medication must be current and be left at school at all times. **Please note that the school requires two up-to-date epi-pens for students who have anaphylactic allergies.** It is the parents' responsibility to ensure that the medication has not passed its expiry date. An "Individualized Action Plan for a Student with Medical Needs" form, which will be provided by the Office, must be completed each year.

VISITORS TO THE SCHOOL

To ensure a safe and comfortable environment, visitors must report to the Main or High School Office. Visitors are required to identify themselves in the Main or High School Office and wear a visitor's badge while in the school. No visitors under the age of 18 will be admitted to the high school unless accompanied by a parent or guardian. We encourage visits from alumni (grade 12 graduates) after school hours only.

TEXTBOOKS AND SUPPLIES

Students are responsible for purchasing the required textbooks and notebooks at the start of each semester. Books can be purchased on-line through the school's Web site: www.tcmps.com. In addition, students pay the Student Activity Fee that covers yearbook, student council sponsored activities, athletics, and house activities. Students enrolled in Art, Science, Drama, Film and Music courses are required to pay the related fees for consumable materials and/or instrument rental.

INCLEMENT WEATHER

The Schools' policy is to attempt to remain open regardless of the weather conditions. However, there may be instances when the School will close due to weather for the safety of the students and staff. Parents are encouraged to use their best judgement to determine whether or not they are comfortable driving to and from school and should note that students will not be penalized for missing school due to inclement weather that affects driving.

In case of severe weather, the School will send school-wide announcements via the TCPS App, and will contact CP24 and City Pulse News with any information regarding closures. There will also be an updated message posted on the school website, social media feeds and the voicemail system. Messages will be posted by 6:00 a.m. If there has been no announcement regarding a school closure, then it will be a regular school day.

SCHOOL EMERGENCY PLANS AND LOCKDOWN DRILLS

In addition to providing excellent quality of education to all students at Town Centre Private Schools, the safety and security of our students is of the utmost importance. The school has carefully instituted various levels of security within the school premises and outlying playfields. Just as fire drills have traditionally been part of a Fire Safety Plan so that students will know what to do in the event of a fire at school; the school will also practice throughout the year how to respond to different types of emergencies such as a lockdown or an evacuation. These additional levels of security will undoubtedly reassure parents and allow individual students to pursue their academic studies with the knowledge that they are safe and secure at all times.

COMMUNICATION

Parents and guardians are encouraged to communicate with teachers. All high school teachers may be contacted via email. Email is the preferred method of communication for routine enquiries or to schedule face to face appointments. However, issues of student academic progress and/or behavioural concerns should take place in a face-to-face interview only. A list of teachers' email addresses is provided at the beginning of the school year. Alternatively, parents or guardians may call the High School Office to leave a message for a specific teacher. The teacher will return the message, outside of their teaching time, within one business day.

PARENT / GUARDIAN BEHAVIOUR POLICY

TCPS believes that all members of the School community should treat each other with courtesy, respect and tolerance in keeping with the Code of Conduct that we have established for the students. Staff, parents and children are entitled to a safe and nurturing environment in which to grow as a community.

It is expected:

- That adults set a good example to children, showing them how to get along with all members of the School and the wider community.
- That abusive or insulting language, verbal or written, physical attacks and threatening behaviour towards any staff, other parents or any other member of the School community will not be tolerated.
- Unauthorized video/audio recording of school-related meetings, lessons, events and / or facilities without prior consent is strictly prohibited.

Examples of behaviour that are not in keeping with our Code of Conduct include, but are not limited to:

- Disruptive behaviour which interferes or potentially interferes with the operation of a classroom, office or other area of School grounds;
- Loud or offensive language, swearing, cursing or displaying temper;
- Speaking in an aggressive/threatening tone or being physically intimidating e.g. standing very close, shaking or holding a fist towards another person;
- The use of physical aggression towards another adult or child. This includes physically punishing your own child on School premises.
- Inappropriate posting on Social Networking sites or sending abusive or threatening emails, text/voicemail/phone messages or other written communication;
- Defamatory, offensive or derogatory comments regarding the School or any of the students/parents/staff at the School made on social media sites or in other public venues.
- Gossiping amongst parents about students, staff or other parents is particularly divisive.
- Damaging or destroying School property;
- Smoking, or consuming alcohol or drugs on School property or School events;

All students, families, staff and volunteers at TCPS should have and use the established means of expressing frustration and disagreement in our Dispute Resolution policy.

TCPS believes that a positive and constructive working relationship between the School and the parent community is essential. Therefore, TCPS reserves the right not to re-enrol a student, or serve notice that a parent/guardian is not allowed to enter the School premises if the School reasonably concludes that the actions of a parent/guardian make a positive and constructive relationship impossible or otherwise seriously interferes with TCPS's accomplishment of its educational purposes.

The School reserves the right to take any necessary legal actions to ensure that the members of the School community feel safe. Unacceptable behaviour may result in the school contacting the appropriate authorities and, if necessary, banning the offending adult from entering the School grounds – these actions are defensible under both the Education Act and the Ontario Human Rights Code.

DISPUTE RESOLUTION

Any individual wishing to raise a concern or express dissatisfaction should discuss the matter first with the person most directly responsible for or capable of resolution.

- for concerns regarding a student or classroom, the teacher would be most appropriate;
- for concerns regarding teachers or other staff, or other families, a Vice-Principal or Principal would be most appropriate;
- for concerns regarding a Vice-Principal, Principal or School policies, will be referred to the Director. Concerns will be investigated and concerned parties will be contacted directly to address the situation.

RE-ENROLMENT

Re-enrolment takes place in mid-January. Re-registering high school students must resubmit a fully completed registration package by the end of January. **After February 1, all applications submitted will be weighed equally between new and returning students.** Applications will be processed on a first come, first served basis.

CORRESPONDENCE

All requests regarding fee options, payments, etc. must be submitted in writing to our Head Office at 155 Clayton Drive, Markham, Ontario. L3R 7P3 to the attention of: Leepy Hajra, Principal, (leepy.hajra@tcmps.com).

ATTENDANCE AND PUNCTUALITY

Statement of Principle

The underlying principle of our attendance policy is that students take full responsibility for attending their classes punctually and regularly. Students must be diligent and self-disciplined in their efforts to attend their instructional classes at Town Centre. Being punctual allows students to maximize their learning time and avoid disrupting other students in class. Students are to realize that arriving late has a negative effect on the learning environment of the class and will result in consequences.

Ministry of Education Requirements

The Ministry requires that each student complete 110 hours of instructional time in each course to be granted a credit at the secondary level. The school's calendar is designed to include required class time and structured vacation time. Parents are given a schedule of the school's activities and are asked to plan family vacations around the school's schedule. Students who miss an excessive number of days because of family trips/vacations will very likely realize lower final marks. *Students who miss school because of early or extended vacations are solely responsible for any work missed. Teachers are not responsible for ensuring that these students "catch up" to the class.* If the student misses ten classes in any subject, parents will be informed by letter. If a student misses fifteen or more classes for any reason, he/she may be denied the course credit.

School Hours

Outside of scheduled class hours, the school is open at 7:00 a.m. and closes at 6:30 p.m. for students involved in further study and extracurricular activities. Students are encouraged to remain after dismissal if they are involved in extracurricular activities. These activities are crucial to the development of leadership skills and participation in these demonstrates commitment to the school community.

Students not involved in extracurricular activities after 4:00 p.m. are expected to be in the lounge to do school work while waiting to be picked up. The lounge is supervised and students who are not in this area after 4:00 p.m. will be asked to leave the school premises. Students are not free to wander the school after 4:00 p.m., nor are they permitted to leave the school property and return again that day after 4:00 p.m. All students should depart school no later than 6:30 p.m.

Procedures

The classrooms will be opened to students prior to the start of period 1. If the student is not in the classroom on time, he/she is late. Detentions will be assigned to students who are late in excess of times three per semester. More frequent tardiness may result in suspension or expulsion. Frequent tardiness may result in suspension or expulsion. **Enforcement of punctuality is the responsibility of the Dean of Students, in consultation with the Vice Principal.**

When a student is late: The student must report to the Office to sign in, explain the reason for tardiness to the Dean of Students and receive an admit slip. The admit slip must be given to the classroom teacher. For every morning late after three times in a term, appropriate disciplinary action will be taken. Repeats of lates will result in an interview with parents and administration. If students are late between periods, the matter will be dealt with by the teacher concerned.

When a student is absent: The student's parent or guardian must phone the school every time the student is absent. Letters are required for prolonged absences. It is the student's responsibility to catch up on work missed during an absence.

When a student requires early dismissal: It is expected that appointments not be scheduled to interfere with classes. Students are to bring a note from home if they need to sign out of school for an appointment. The note should be brought to the High School Office at the beginning of the day. Students leaving school during the school day *must sign out at the Office*. Failure to do so will be viewed as "skipping class" and appropriate consequences will result.

Detentions

Detentions are assigned for infractions of school rules including but not limited to tardiness (beyond three times per semester), uniform infractions and other minor behaviour infractions. Detentions are a means by which the school reinforces positive behaviors. Detentions take place during the lunch period.

It is expected that any student complying with school rules will have very few, if any detentions. Students are expected to eat lunch and study silently during detention. Students who have repeated detentions may be required to write out the school policy that pertains to the student's specific infraction in order to ensure that the student is well aware of the cause of the detention. Failure to attend an assigned detention will result in an additional detention.

Subject teachers and homeroom teachers have the responsibility of maintaining an atmosphere conducive to learning. This is their duty and therefore each teacher is authorized and encouraged to impose reasonable consequences for misconduct or any behaviour that may have a negative effect on the learning environment of the classroom. Among other disciplinary measures, teachers may request that detentions be assigned by the Dean of Students for matters to do with classroom infractions.

Students who incur multiple detentions demonstrate an unwillingness to follow school rules. As such, the student will be subject to suspension and a review of the student's position in the school may take place. Similarly, a student who repeatedly misses detentions demonstrates "persistent opposition to authority" and will be suspended from school.

TCPS POLICY REGARDING LGBTQ STUDENTS

All students should feel safe at school and deserve a positive school climate that is inclusive and accepting, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability.

These guidelines set out the School's practices related to accommodation based on gender identity and gender expression. They have been designed to raise awareness and help protect against discrimination and harassment. It is intended that this document will support members of the wider community to fulfill our shared obligation to promote the dignity and equality of those whose gender identity and or gender expression does not conform to traditional social norms.

It is expected that the guidelines will be adhered to in general; however, it is also recognized that specific accommodations sought are to be fulfilled on case-by-case basis and individualized to best meet the needs of a student who is making an accommodation request.

Accommodation Based on Request. The School will take reasonable steps to provide accommodation to students and will base its decision to accommodate on several factors, such as undue hardship, including: the cost of the accommodation; attempt to balance all students' needs and comfort as well as health and safety risks to the person requesting accommodation and to others.

What you may expect in an accommodation request. An accommodation request may come in the form of a verbal request, a written request, by e-mail communication or even a request that was dictated and recorded. The request may come directly from the student or the student's legal guardian(s). It will be requested to have a student and/or guardians/parents put the request in writing for purposes of clarity and to help protect both parties in case of questions regarding the original request.

Each request will look different, and each accommodation request will be different because they are developed on an individual, case by case basis. There may be a request made that is not described in this document as well.

Guidelines for Students

Transgender or gender non-conforming individuals, have the right to be who they are openly. This includes expressing gender identity without fear of unwanted consequences. As well as the right to be treated with dignity and respect.

Individual Procedures. School staff must consider each student's needs and concerns separately. Each transgender and gender non-conforming student is unique with different needs. An accommodation that works for one student cannot simply be assumed to be appropriate for another.

Privacy. All students have a right to privacy; unless specifically directed by the student, schools must keep a student's transgender/gender non-conforming status confidential. Therefore, school staff should not disclose a student's transgender/gender non-conforming status to others unless there is a specific "need to know" (e.g., to fulfill a specific accommodation request).

Official Records. The school will change a student's official records to reflect a change in legal name or gender upon receipt of documentation that such legal name or sex has been changed.

Names/Pronouns. All students, including transgender and gender non-conforming students have the right to be addressed by a preferred name and pronouns corresponding to their gender identity. This is true regardless of whether the student has obtained a legal name or sex designation change. For example, a student's "preferred or chosen name" and a change of gender can be used on class lists, timetables, etc. School staff may need to make manual changes to report cards and diplomas to ensure that the correct name and pronouns appear on these documents. Students who wish to use pronouns other than the masculine or the feminine, such as 'ze', 'hir' or 'they') need to be accommodated equally.

Intentionally addressing a student by the incorrect name or pronoun may be considered a form of discrimination and is not condoned. This directive does not prohibit inadvertent slips or honest mistakes, but it does apply to the intentional and/or persistent refusal to acknowledge or use a student's gender identity.

Dress Codes. Schools' dress codes is flexible and gender-neutral. Students should not have to choose between what is perceived to be 'male' or 'female' clothing. Some students are most comfortable in clothing that is not clearly male-identified or female-identified, but rather a combination of the two.

Sports Activities, Gym Classes, Change Rooms and Washrooms. School staff must ensure students can exercise their right to participate in gender-segregated sports and physical education (P.E.) class activities in accordance with each student's gender identity.

Students have the right to a safe change-room that corresponds to their gender identity. Transgender or gender non-conforming students have the right to an accommodation that best meets the individual student's particular needs. Such accommodations can include: (A) use of a nearby private area; or (B) a separate changing schedule in the private area (either utilizing the change room before or after the other students);

Gender Segregation in Other Areas. As a general rule, in any other circumstances where students are separated by gender in school activities (e.g., class discussions, field trips), students shall be permitted to participate in accordance with their gender identity.

Activities that may involve the need for housing accommodations in order to address student privacy concerns will be addressed on a case-by-case basis. In such circumstances, staff shall make every reasonable effort to provide an accommodation that is acceptable to the student. If, for reasons of privacy or safety, transgender or gender non-conforming students find standard gender-separated housing accommodations or shared accommodations unacceptable, private accommodations should be made available to the student at no additional cost.

ACADEMICS

IB Prep Programme and Diploma Programme (DP)

The IB Prep and DP programmes offer students a curriculum framework that encourages a well- rounded education including: language acquisition, physical and artistic development and a focus on approaches to teaching and learning that help students develop critical thinking skills.

Building on skills as developed through the MYP, Town Centre students are well-prepared for the challenges of the IB Diploma. IB Diploma students are recognized by universities around the world as successful students who contribute not only to the academic world, but to the many activities that make campus life vibrant. Having successfully completed the Diploma Core of *Creativity, Action and Service*, the *Theory of Knowledge* course and the *Extended Essay*, IB graduates find the transition to university smooth, particularly when compared with students who did not participate in similar programmes.

Specific requirements for participation in the IB programmes will be sent to students with their course selection sheets in the spring. In the interim, questions about the school's IB programmes should be directed to the following faculty members:

Leepy Hajra, Principal

Ken Huber, Vice Principal, IB Diploma Coordinator

Standards

Town Centre believes in and sets high academic standards for all students who choose to enrol in our school. To maintain these standards, we expect students to maintain a high level of achievement.

It is expected that students will take their courses at Town Centre during our regularly scheduled school year. This will allow students sufficient time to master the expectations outlined for the course. It also ensures that the student will be properly prepared for advancing to the next level in that subject area. Abbreviated programs such as night school and summer school are suitable only for upgrading courses previously taken, or for gaining credits in courses that cannot be taken during the regular school year.

Students who fail to achieve a passing grade in two or more subjects (cumulative from one semester to the next) or fail to achieve an average of at least 65% are automatically placed on an academic probation list, and their position in the school is reviewed. Further, students who achieve below 60% in any subject at the midterm must attend compulsory after school tutorial sessions with the subject teacher on the days specified.

Students in grades 9 and 10 must take nine courses each school year. Students in grade 11 should take 8 courses, or 7.5 if they are registered in the IB programme. The school recommends that grade 12 students take a minimum of 7 courses in order to improve their overall academic average and enhance their competitive position in terms of university application.

Honour Roll

Students who maintain an 80% average over the school year will be placed on the Honour Roll and students who achieve a 90% average over the school year will be placed on the Principal's List. *Only courses completed at TCMPS qualify students for Honour Roll and Principal's List placement.* For grade 12 students, the best six marks will be used; English will always be counted as one of the six.

Academic Ethics

All students must complete tests, projects, essays, exams and homework. This work must be the student's own work, or, where appropriate, recognition must be given when a source is used. Plagiarism is the act of using another person's ideas or expressions in evaluative tasks without acknowledging the source. A mark of zero will be automatically given for any form of plagiarism; students who aid others in dishonest conduct are also subject to this policy. In the event of a second occurrence, a suspension will result and the student's position in the school will be reviewed.

Homework

Homework will be assigned regularly. Students are expected to record all assignments. All teachers provide a homework accountability schedule at the start of each course. The amount of time *recommended* for homework and study in each grade is as follows:

| | |
|----------|----------------------------|
| Grade 9 | 60 to 90 minutes per day |
| Grade 10 | 80 to 110 minutes per day |
| Grade 11 | 100 to 120 minutes per day |
| Grade 12 | 120 to 150 minutes per day |

N.B. This is a guideline only; actual times will vary according to the individual, the course and the day. Homework will be checked regularly depending on the subject and grade level. Teachers will report to the parents if the student is not meeting homework requirements; this reporting may be informal or formal (letter or interview) at the teacher's discretion.

Tests and Examinations

Students are expected to make every effort to be present at school or online for remote students on the day of a test. If, due to illness or other unforeseen circumstances, a student misses a test, the student must speak with the course instructor upon his or her return to school. A student who misses a test will be asked to write the test outside of regular class hours. The test may be different from the test given to the rest of the class. The normal procedures regarding student absences should be followed.

Final examinations are scheduled at the end of each course. Absence from a final examination is a very serious matter and should only occur in the most extreme circumstances. Parents of students who miss a final exam should contact the school administration immediately. A doctor's note or other formal documentation will likely be required in order for the school to make other arrangements for the student.

Assignments

Students are expected to adhere to all deadlines in terms of assignments. Students who fail to hand in assignments by their deadlines may not be able to submit the assignment for credit. Students must apply to the Principal for an extension which, depending on the circumstances may or may not be granted.

TUTORIALS

Tutorial assistance for students who require help in areas of difficulty or for personal enrichment is available each day immediately after classes. Students are encouraged to avail themselves of this opportunity to keep up with all their courses.

Mandatory tutorials are conducted after school for those students who, because of marks below 60%, are placed on Academic Probation. Students who do not attend these tutorials will have their placement in the school reviewed.

Section B: High School *Code of Conduct*

The following outlines the school's expectations for students. We encourage the development of respect, responsibility, honesty, empathy, fairness, initiative, perseverance and courage. The administration and teachers are committed to fostering these characteristics and personality traits in all students who attend our school. To this end, and to maintain a safe environment conducive to learning, we have established the following rules and guidelines for our student body:

UNIFORMS AND APPEARANCE

N.B. Students must observe all regulations pertaining to the dress code. All uniform items must be the official Town Centre uniform items. Students are not permitted to substitute non-uniform items in place of the school uniform. Students are required to wear the full school uniform properly while at school. Enforcement of uniform regulations is the responsibility of the Dean of Students, in consultation with the Principal.

- a) At school, the full uniform consists of a school blazer, white shirt with school crest, school tie, black leather shoes, grey pants or kilt. A suitable black belt must be worn with pants. The school vest may be purchased as an additional item. Blazers should be worn at all assemblies and school functions. Students should keep their blazers readily available in their lockers.
- b) **Students must be in full uniform coming to school and returning home;** however, in inclement weather, students may arrive at the school and leave the school wearing appropriate outdoor boots/shoes and coat/ jacket in place of the blazer.
- c) A plain white short-sleeved t-shirt may be worn under the school dress shirt. Coloured undershirts or undershirts with any kind of writing are not permitted. Kilts should be knee-length; kilts worn noticeably above the knees are not acceptable. All necklaces of any kind must be worn under the student's shirt. At school, under no circumstances are students allowed to wear hats.
- d) Earrings should be of a style in keeping with the makeup of our uniform; gaudy or extravagant styles are not permitted. Excessive numbers of earrings are not permitted.
- e) The school reserves the right to determine the appropriateness of such things as jewelry, grooming, and make up, and therefore will advise students on such matters. Hairstyles should be neat and in keeping with the overall neat appearance of the school uniform.
- f) Athletes are to change into their gym uniforms in the appropriate change rooms. Team members coming to school for morning practices are expected to arrive at school in proper school uniform (formal or athletic). It is the responsibility of students who wear their athletic uniforms to ensure they have their entire formal school uniform.
- g) The overall appearance of our students reflects on our school; it also impacts on the atmosphere of learning and discipline. The school, therefore, reserves the right to make final decisions regarding all matters related to dress or grooming.
- h) Any student who is not in full uniform may be sent home. Students who are repeatedly out of uniform will be suspended from school.

RELIGION, TOLERANCE, AND LANGUAGE

The School is non-denominational and recognizes and values the religious diversity within its community and is committed to providing a safe, respectful and equitable environment for all.

While the School and its staff will take all reasonable steps to ensure freedom of religion and religious practices, it is expected that students and their families will help the school to understand their religious needs and will work with the School to determine appropriate and reasonable accommodations.

It is the role of the School and its staff to ensure equity and respect for the diverse religious beliefs and practices for everyone in the school. School staff however, will not be placed in the position of monitoring or enforcing a child's compliance with a religious obligation.

The school promotes cultural tolerance and encourages the use of both official languages (English and French). English is the language of instruction at the school. Experience has shown that students who are not native speakers of English become fluent in English more quickly if they make an effort to use English all the time. As well, in order to avoid cliques and rival groups from forming within the student body, the school uses English only during all instruction periods and during all extracurricular activities, except those which are foreign-language oriented. English is also the language to be used in the hallways and common rooms.

EXPECTATIONS FOR CONDUCT

The Code of Conduct outlines the School's expectations for students. We encourage the development of respect, responsibility, honesty, empathy, fairness, initiative, perseverance and courage. The administration and teachers at TCPS are committed to fostering these characteristics and personality traits in all students who attend our school. To this end and to maintain a safe environment conducive to learning, we have established the following rules and guidelines for our student body.

CODE OF CONDUCT: CULTURE OF RESPONSIBILITY

We all have a responsibility to help promote a positive learning environment where all members of the school community can feel safe, comfortable and accepted. The Code of Conduct applies to students, staff, parents and volunteers whether they are on school property, on school buses, at school related events or activities or in other circumstances that could have an impact on the school climate. The purpose of the Code of Conduct is as follows:

- To ensure that all members of the school community are treated with respect and dignity.
- To promote responsible citizenship by encouraging appropriate participation in the civic life of the school community.
- To maintain an environment where conflicts and differences can be addressed in a manner characterized by respect and civility.
- To encourage the use of non-violent means to resolve conflict.
- To promote the safety of people in the schools.
- To discourage the use of alcohol and illegal drugs.
- To prevent bullying in the schools.

General Standards of Behaviour

All members of the school community must:

- Respect and comply with all applicable federal, provincial and municipal laws.
- Demonstrate honesty and integrity.
- Respect differences in people, their ideas, and their opinions.
- Treat one another with dignity and respect at all times, and especially when there is a disagreement.
- Respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability.
- Respect the rights of others.
- Show proper care and regard for school property and the property of others.
- Take appropriate measures to help those in need.
- Seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully.
- Respect all members of the school community.
- Respect the need of others to work in an environment that is conducive to learning and teaching.
- Not swear at a teacher or another person in the position of authority.

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour.

Students are expected to:

- Accept responsibility for full, daily attendance in class, and engagement in the educational process.
- Come to school prepared, appropriately dressed, on time and ready to learn. Complete their work on time and seek extra help where needed.
- Prioritize their activities in such a way that academic success and co-curricular involvement can be well integrated.
 - Always observe school rules and routines.
 - Respect parents, guardians, teachers and each other.
 - Care about the feelings and belongings of others.
 - Always keep the school neat and clean.
 - Be friendly, polite and use appropriate language.
 - Be open-minded and appreciate new people, new ideas and new experiences.
 - Do class work and homework to the best of their ability.
 - Be responsible for their actions at all times.

Under the leadership of their principals, teachers and other school staff, maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour.

Administration, staff and teachers are expected to:

- Make the expectations of students clear at the beginning of the year and follow them through consistently.
- Work with their colleagues to ensure the success of all of the students.
- Empower students to be positive leaders in their classroom, school and community.
- Maintain consistent standards of behaviour for all students.

- Demonstrate respect for all students, staff, parents, volunteers and other members of the school community.
- Confer directly with parents and students and other stakeholders to promote academic achievement and social emotional learning.

Parents play an important role in the education of their children and can support the efforts of school staff in maintaining a safe and inclusive, accepting and respectful learning environment for all students.

Parents are expected to:

- Ensure their child's daily presence in all classroom and related experiences, recognizing that frequent absences and persistent lates are detrimental to the academic success.
- Report their child's absences or late arrival to the school.
- Communicate directly with faculty to build a partnership that will support child's learning.
- Support the school in implementing Code of Conduct by reinforcing its principles with consistent messages at home.
- Follow school policies with regards to anti-bullying, safety issues, trip consent forms, medications.

Aggressive Behaviour

The School has a strict policy against aggressive and violent behaviour amongst its student body. Students may not engage in verbal, including swearing and profane language, mental or physical abuse or bullying against another person. Shouting, excessive noise, roughhousing, pushing and shoving is behaviour that is not acceptable and as such will result in sanctions.

Any form of harassment or bullying, physical, verbal or emotional, whether in person or through various forms of electronic communication is absolutely forbidden and can result in severe consequences including suspension and or expulsion. Of special note are problems today associated with cyberbullying. Students should be aware that any communication they post on a public forum are statements for which they will be held responsible. Anything posted on the internet is permanent.

Improper Language

All students and faculty deserve the utmost respect; therefore, any improper language such as rude, profane, racial or anti LGBTQ comments is strictly forbidden and can be subject to disciplinary actions as warranted by the situation.

Controlled Substances

Students face expulsion from the School for using, possessing or trafficking drugs, alcohol or other controlled substances on school premises, during school excursions, when returning to school or when travelling from school to home. Students found trafficking any controlled substance may also face criminal prosecution. The School reserves the right to exercise its legal right to search students' lockers, bags or electronic devices, etc. at the discretion of faculty and administrative staff.

Smoking/Vaping

Tobacco / Marijuana use is prohibited everywhere on the premises, including the student's own automobile, and on the properties adjacent to the school. In Ontario, it is against the law to smoke in school buildings or on school grounds. As well, it is illegal for persons under 19 years of age to purchase cigarettes or recreational marijuana. Any student found smoking/vaping on school property will be automatically suspended.

Weapons

All weapons, concealed or otherwise, are strictly prohibited on the School premises. Dangerous objects found on the premises will be confiscated and may be turned over to police authorities as evidence in criminal prosecution. As well, students using language discussing harm to self or others may be reported to parents or to authorities or both, at the discretion of members of the administration.

Theft and Vandalism

Students must not steal, vandalize, nor wilfully damage property on the School premises or in the neighbourhood. Any student stealing or vandalizing is subject to suspension and/or expulsion from the School, and the student or parent and guardian may be held liable for damages.

Arson and Fire Alarms

Students must not start fires or tamper with any fire prevention, detection alarms or firefighting equipment. Any student tampering with or vandalizing any security or fire prevention equipment or alarms is subject to suspension and/or expulsion from the School, and the student or parent and guardian may be held liable for damages.

Personal Property

Students are discouraged from bringing personal items of value to school except where required by the School. If brought to school, these items are the sole responsibility of the owner, and must be stored in the student's locker, as the School accepts no responsibility for lost or stolen student property. Electronic devices required for school must be used in accordance with the Internet Usage and Personal Computing Policy and when not in use, must be in a student's locker.

Food and Beverages

Food and drinks should never be consumed in hallways or stairways. During the lunch period, food and drinks should be consumed only in the designated areas, i.e. the lounge, specified classrooms and the SAC yard. Students are expected to clean up after themselves in the lounge and other designated eating areas.

Motor Vehicles

Students who drive to school must apply for a parking permit at the High School Office. This parking permit must be displayed in the front window of the car. Students who fail to display the permit will lose parking privileges. Limited parking permits are available, and it is at the sole discretion of the school as to who may be granted a parking permit. Parking permits are the property of TCPS and may be revoked if students misuse their privileges.

Lockers

Each student is assigned one locker for which he/she is responsible. It is understood that the locker remains the property of TCPS and should remain locked. Pictures and adhesives that remove paint or pictures that are in poor taste are not to be displayed. TCPS staff will decide what is in good taste and school administration reserves the right to inspect lockers. Students must not share their locker combinations with other students.

BULLYING

The School believes that all students and staff should feel safe at school and deserve a positive school climate that is inclusive and accepting, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability. The School understands that students cannot be expected to reach their full potential in an environment where they feel unsafe or intimidated.

The School recognizes that bullying will not be accepted on or off school property, at school related activities, on school buses, or in any other circumstances, e.g. online, where engaging in bullying will have a negative impact on the school climate. Cyberbullying often occurs outside of school hours; however, because it has a negative impact on the school climate, this type of bullying is treated with the same approach as in-school altercations.

Bullying is a dynamic of unhealthy interaction that can take many forms. It can be physical, verbal or social, and can often also occur through the use of technology. Any form of harassment of bullying (physical, verbal or emotional) whether in person or through various forms of electronic communication, is absolutely forbidden and will result in severe consequence including suspension and/or expulsion.

Please note that the school is responsible for ensuring the safety of all its students and that incidents of aggressive behaviour, whether or not they occur on school property or during school hours, will be investigated by the school, and will result in consequences at school. Further, the school will notify the police when and if appropriate to do so.

CONSEQUENCES FOR CODE OF CONDUCT VIOLATIONS

TCPS students are ambassadors of the School and should represent it proudly. If a student has engaged in conduct at or outside of School, which the Administration determines to be harmful to the reputation of the School, the Administration may, at its discretion, suspend, expel, or take such other action as it deems appropriate with regard to such students.

At Town Centre we believe in a model of progressive discipline as supported by the Ministry of Education. Through progressive discipline, administrators determine appropriate consequences and / or supports to help students improve their behaviour, while taking into account their individual circumstances. The goal is to help prevent inappropriate student behaviour from happening again. The School will employ a range of consequences and strategies in response to discipline problems including but not limited to the following:

- removal from a school activity, special program to complete work or a special assignment designated by the teacher
- detention
- removal from class for a period of time
- deducting marks for academic breach of conduct
- conflict resolution strategies for students
- sending students home or requesting that required uniform attire be brought to school
- academic or behavioural probation
- formal suspension from school for 1 school day and no more than 20 school days. In these instances, conditions to return to school will be discussed with parents or guardians and students.
- contact police and or,
- as a last result expulsion from school

The School reserves the right to expel a student when the continued attendance of that student would not be in the best interests of that student or the School. The School also reserves the right to expel a student when their behaviour seriously jeopardizes the School's ability to guarantee the dignity and safety of its students, interferes with learning or involves conduct which is injurious to the School's moral tone or to the physical or mental well-being of others.

The High School Principal reserves the right to dismiss any student who fails to attain and maintain the standard expected by the school in either academic performance or conduct.

Town Centre Private School students are ambassadors of the school and should represent the school proudly. If a student has engaged in conduct at or outside the school which the administration determines to be harmful to the reputation of the school, the administration may, at its discretion, suspend, expel, or take such other action as it deems appropriate.

In these circumstances, the School will assist the student's family, as far as possible, in securing suitable alternative education arrangements. Please note that once a student is expelled, they will not be allowed to reapply to TCPS.

INTERNET USAGE AND PERSONAL COMPUTING POLICY

Policy Statement:

We are pleased to offer the students of Town Centre Private Schools (“the School”) access to computer networks for the Internet.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. The School believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information resources.

It is the policy of Town Centre Private Schools that all students will be strongly encouraged to use various technological devices as designated by the grade for educational use while at school. Regardless if students are using school provided electronic devices, lab computer, personal devices, school internet or personal data plan, students must meet expectations of responsible, respectful online behaviour. Furthermore, as electronic communication extends outside of the school setting, students will be held accountable for any actions that affect the school climate.

Parameters:

- Students using information technology, whether at school or remotely shall adhere to strict ethical conduct in compliance with the School's acceptable use policies, procedures and guidelines.
- Students downloading, uploading or sharing information using the School's information technology, whether in school or remotely, shall observe and respect any material that is protected by copyright, patent, trademark, service mark and other applicable laws.
- Students accessing Information Technology resources are prohibited from engaging in inappropriate or unlawful activities.
- All on-line internet and email interactions between students and staff must be directly related to ongoing course work or school sanctioned activities.

Responsibilities

All School Staff and Classroom Teachers

- Prior to permitting students to use the Internet as part of an ongoing lesson, the teacher should ensure that there is clear instruction outlining the goal for such use and that the students understand the parameters.
- To review and evaluate the suitability of Internet learning resources and Web sites prior to permitting students to have access on line.
- To monitor on-line Internet use.
- To provide students with instruction at the beginning of each school year on the safe and appropriate use of information technology and the Internet.
- To communicate clearly to students the consequences of inappropriate or illegal use of information technology that may include discipline by the School and police services.
- To report to the high school Principal any breach of policy, and inappropriate use of information technology.

Students

- To report to staff any unauthorized video recording and/or photo taking without prior consent or permission.
- To ensure that during exams and tests, devices owned by the student be secured by the teacher within the classroom.
- To ensure personal devices be fully charged prior to the school day.
- To ensure that any devices are NEVER used to cyberbully, harass, or to invade Staff or Students' privacy.
- To respect the transition time between classes and not use devices in the hallways or during class changes or passing time.
- To report to staff in the school when images, material or information on the Internet make them uncomfortable.
- To report to staff in the school when inappropriate sites are accidentally accessed.
- To respect the Internet Usage and Personally Computing Policy at all times when in school and/or when using school computers and Internet.
- To report to staff in the school when they become aware that another student is illegally / inappropriately using technology resources.

School Internet Rules

Students are responsible for good behaviour on the School's computer networks just as they are in a classroom or a hallway. Communications on the network are often public in nature. General school rules for behaviour and communications apply. All policies apply regardless of which device a student is using and whether it is a school device or personal device.

The network is provided for educational purposes or to perform other activities as approved by the School. Access to network services is given to students who agree to act in a considerate and responsible manner. Parental permission is required. Access is a privilege, not a right. Access demands responsibility, and access privileges can be revoked.

Network storage areas may be treated like school property. Network administrators may review files to maintain system integrity and ensure that users are using the system in compliance with rules. Users should not expect that files stored on the servers will be private.

The following behaviours must be agreed upon:

- That the aim of Internet connection is for educational purposes.
- That printing is only for school related materials.
- Students will accept full responsibility and liability for their actions when using the Internet.
- The School's computers will not be used for commercial or political purposes.
- Students will respect the rights, privacy and property of others.
- The School administrators or teachers may review files to maintain system integrity and students will ensure that they are using the system responsibly.

It is against School Policy:

- a. to take in or consume food, drinks, snacks, or gum anywhere except designated eating areas
- b. to use any form of chat or messenger services, or any bulletin boards or guest books, or make any sort of postings from school computers
- c. to create, send or forward any email or other form of electronic communication deemed obscene, bullying, harassing or abusive ***either at school or away from school***
- d. to visit sites with unacceptable content
- e. to use or download any programs, games, music services or files
- f. to access materials which do not correspond with the expectations of school behaviour
- g. to download or install any commercial software, shareware, or freeware onto any school computer
- h. to access illegal materials, or materials which could be deemed questionable
- i. to send, create, store, or display inappropriate mail, messages, documents, graphs, files, or photos.
- j. to copy programs on the computer network
- k. to disrespect the resources and equipment of the School
- l. to move any computer or its components from its original location

If Town Centre Private Schools' staff suspect that a student is using **any electronic device** inappropriately in any way, computer privileges will be suspended. A reasonable suspicion is all that is needed to suspend privileges since computer violations can ultimately affect the privileges of the whole school.

Cyberbullying

Cyberbullying is the use of the social media, i.e. such as Discord, X or Snapchat, and related technologies such as electronic communication devices, i.e., cellphones, to hurt other people and is unwelcome, or should be known to be unwelcome, intentional and may be persistent. It can be derogatory, defamatory, degrading, abusive, and or illegal.

Cyberbullying is a violation of School rules and policies. Cyberbullying is an offence for which a student can be suspended or expelled regardless if the offence is committed on or off school property and regardless of the technology used.

Accessibility

Personally owned electronic devices may be able to connect to the School's wireless network. When in use, all of the School Internet rules will apply along with the following:

Personal Mobile Device Rules

Town Centre Private Schools is dedicated to keeping students focused on learning and promoting mental health by removing distractions such as personal mobile devices. Mobile devices are defined as:

Any personal electronic device that can be used to communicate or access the internet, such as a cellphone, or smart watch.

As such, students in Grades 9 through Grade 12 may not use cellphones or other mobiles devices during class time without the explicit permission of their teacher unless a device is required for health, medical, or special education needs. If an educator sees an unauthorized personal mobile device, the student will be asked to hand it in to the principal. The unauthorized device will be kept in a storage area designated by the principal and returned to the student at the end of the day. Parents may need to be notified if the student continues to bring the unauthorized personal mobile device to school.

Personally Owned Electronic Devices Rules

The School, nor it agents assume responsibility for the loss, recovery, damage, repair or replacement of any personally owned electronic device brought onto School premises or to School sponsored activities.

The School is in no way responsible for:

- Personally owned electronic devices that are broken while at school or during school sponsored activities;
- Personally owned electronic devices that are lost or stolen at school or during school sponsored events;
- Maintenance or upkeep of any personally owned electronic device, i.e. keeping it charged, installed updates or upgrades, fixing any software or hardware problem;

Prohibited use of personally owned electronic devices that may result in disciplinary action include, but are not limited to:

- Academic integrity being compromised.
- Disruption to the instructional day or teaching learning environment.
- The uses of peer-to-peer (music/video/file-sharing) software or web-hosting services while connected to the School's network.
- Compromising personal and/or school safety e.g. bullying.
- Violation of a person's reasonable expectation of privacy including, but not limited to:
 - Use in washrooms and change rooms
 - Posting of a person(s) image(s) on the internet or in hard copy
 - Taking pictures of individuals without consent
 - Emailing pictures of individuals without consent
 - Sending inappropriate text messages
 - Any other situation deemed by School administration where student or school safety and security are at risk.

System Security

Reasonable efforts must be made by all users to preserve the overall security of the system. This includes maintaining an updated, proper and secure password. Passwords should never be shared. A forgotten password or unauthorized use of a password should be reported to a System Administrator at once. Attempts to access information, files or system areas that are beyond the level of security that a user has been granted will be considered a forfeit of system privileges. If you encounter or observe a gap in the system or network security, you must report the gap to a System Administrator. You must refrain from exploiting any such gaps in security

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